



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 29, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 13, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE VI

Materials Engineer
Region 2/District 2/Project Implementation
Highways Project Implementation
Dixon

Attachments
41095

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, September 13, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer VI

Salary Range: \$6,945 - \$11,020

Position Title: Materials Engineer

Union Position: ☒ Yes ☐ No

Position Number: PW116-23-52-203-00-01

IPR#: 41095

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 2/Bureau of Project Implementation/819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for the management of the Materials Section which is responsible for the inspection and testing of all materials used in the construction and maintenance of highways.

Special Qualifications:

Required:

- A current Illinois Professional Engineer license

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Knowledge of the principles and practices of civil engineering
- Ability to supervise a staff engaged in field functions
- Ability to maintain cooperative relationships with departmental and industry staff

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 21, 2016	POSITION:	Materials Engineer
APPROVED BY:	<i>Paul Loete</i>	OFFICE/DIVISION:	District 2 – Project Implementation
CODE:	PW116-23-52-203-00-01	REPORTS TO:	Engineer of Project Implementation

Position Purpose

This position is accountable for the management of the Materials Section which is responsible for the inspection and testing of all materials used in the construction and maintenance of highways.

Dimensions

Subordinate Personnel:	4 Direct; 13 – 50 Indirect
Annual Payroll:	\$1,000,000 - \$1,300,000
Material and Product Sources:	100 – 400 Various
Value of Materials Inspected:	\$50 - \$200 Million
Value of Projects Requiring Quality Control:	\$100 - \$200 Million

Nature and Scope

This position reports to the Project Implementation Engineer, as do the Construction Engineer, the Contract Implementation Technician, and an Executive Secretary I. Reporting directly to this position are the Mixtures Control Engineer, Geotechnical Engineer, Physical Tests Engineer, and an Executive Secretary I.

The Materials Section is responsible for providing material quality assurance for all materials and mixes used in construction and maintenance of highways. In carrying out this responsibility, the Bureau must be responsible to working schedules of contractors, ensuring an uninterrupted flow of inspected materials into the project, while maintaining the integrity of contract specifications. This position is unique in having to maintain this balance with increasing demands for quality and decreasing available resources for accomplishing his/her Section's responsibilities.

This position deals with both technical and managerial problems. Typical problems encountered are: determining and developing methods of compliance with specification; assigning trained personnel to adequately meet the inspection and testing demands; meeting time schedules for report feedback; motivating employee's technical development; and implementing sophisticated testing methods which are responsive to unique situations and evolving technology. The greatest challenge in this position is working with the many producers in the District with varying and unique situations to provide materials that substantially meet specification requirements and provide a quality end product.

The incumbent personally directs the activities of personnel in three units; determines financial and personnel resource needs, prepares annual Materials budget, and assigns personnel; serves as the District expert on materials; approves new testing procedures and equipment; approves substitutions for unavailable products and materials; approves geotechnical reports and foundation studies; reviews field and laboratory test results and complex material problems, and takes the appropriate action; certifies that materials used in projects substantially meet specifications; and determines the training needs of Bureau personnel.

The incumbent accomplishes his/her accountabilities through the following staff:

Mixtures Control Engineer (CE V), who, with a staff, is accountable for the determination of soil conditions on all highway improvements in the District.

Geotechnical Engineer (CE V), who, with a staff, is accountable for the determination of soil conditions on all highway improvements in the District.

Physical Tests Engineer (CE V), who, with a staff, is accountable for ensuring the quality of all materials for use in highway improvements in the District.

Executive Secretary I, who independently performs responsible secretarial duties.

The incumbent is responsible for the operation of the Materials Section and has the authority to recommend to the Project Implementation Engineer the hiring, firing, promotion, and salary administration actions of subordinates. Additionally, the incumbent approves the purchase of equipment, commodities, and services within budgetary limitations and the State Purchasing Act. The incumbent has broad authority to make decisions on material issues using Department and FHWA policies and procedures as a guide. He/She keeps the Project Implementation Engineer informed of issues that are or could be controversial. The incumbent is responsible for compliance with the provisions of the Illinois Department of Transportation Safety Code Handbook and for cooperating with every aspect of the Department's Employee Safety Program so that operations can be done in a manner which ensures the safety to himself/herself, fellow workers, and the public.

The incumbent is in frequent contact with personnel from all district bureaus, sections, and the Central Bureau of Materials on proposed and operating materials issues and the Central Bureau of Bridges & Structures for foundation problems. Externally, the incumbent has contacts with materials suppliers, contractor's personnel, local governmental officials, and with the FHWA on materials problems of mutual concern. Occasional cooperative material inspection arrangements are also provided for the Department of Conservation. U.S. Army Corp of Engineers, Illinois State Police, Capital Development Board, and Division of Aeronautics.

The effectiveness of this position can be measured by the quality of materials placed in highway construction projects in a timely manner and the timely completion of general reports and special investigations required during the planning, design, and construction of highway improvement projects.

Principal Accountabilities

1. Ensures that all materials used in highway construction projects in the District substantially meet contract specifications.
2. Ensures that all materials produced in the District or produced outside the District for use in the District are properly inspected.
3. Plans, organizes, directs, and controls the activities of the Materials Section.
4. Provides expertise so that geotechnical studies and inspections will meet all applicable standards.
5. Assigns, trains, motivates, and evaluates subordinate personnel.
6. Establish goals and objectives that will result in efficient and effective performance of the activities of the Materials Section.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as required.